



Rogers High School

Student, Parent/Caregiver

Handbook

Be relentless!

*John R. Rogers High School
1622 E. Wellesley Ave.
Spokane, Washington 99207*

Phone: (509) 354-6600
Fax: (509) 354-6665
www.spokaneschools.org/rogers
Office Hours: 7:00 a.m. – 3:00 p.m.
Revised 12-5-2023

Student Handbook - Introduction

The student handbook is designed to promote communication among all members of the John R. Rogers community. It is important for all students, parents, and staff to familiarize themselves with the contents of the handbook and to act accordingly. Our Harassment, Intimidation, and Bullying policies and procedures are listed at the end of this handbook.

- John R. Rogers High School

John R. Rogers - School Improvement Plan

RHS Goals:

- 1. All RHS students will be college/career ready.**
- 2. All RHS students will have at least one adult advocate.**
 - RHS Action Plan #1: Every student will have rigorous instruction
 - RHS Action Plan #2: We will break down barriers to student learning
 - RHS Action Plan #3: We will align the work that supports student learning
 - RHS Action Plan #4: We will advocate for all students

Important Phone Numbers

Public Office	509-354-6600	Counseling Office	509-354-6697
Attendance Office	509-354-6685	Student Office	509-354-6545
Business Office	509-354-6683		



Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate based on age, sex, marital status, race, color, creed, religion, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer and/or Harassment, Intimidation, Bullying (HIB)/Student Civil Rights/504 Compliance Officer. Title IX/Staff Civil Rights Officer, Dr. Linda McDermott (509) 354-7318 • Harassment, Intimidation, Bullying HIB/Student Civil Rights Officer, Dr. Adam Swinyard 354-5901 • 504 Compliance Officer, Gwen Harris 354-7254 • ADA Officer, Dr. Linda McDermott (509) 354-7318 • Affirmative Action Officer, • Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 • 200 N. Bernard Street, Spokane, WA 99201-0282.

Academics

Grading, Progress Reports, & Report Cards

There are two ways student grades are tracked – mid-term progress reports and report cards.

1. Mid-term progress reports are meant to show current progress and motivate students to work hard and complete the term.
2. Report cards are given at the end of each quarter and semester. These grades are stored as a part of the students' permanent record.
3. Semester grades are posted to the transcript.

Parents are encouraged to contact teachers directly or through email as achievement concerns arise.

The Spokane School District adopted an 11-point grading scale (+) and (-) grading scale listed below:

Percentage	Letter Grade	Grade Point
93 – 100	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
60 – 66	D	1.0
Below 60	F	0

Weighted Grade Class Rank Information

Weighted grading will be used to determine class rank only and will not affect a student's official cumulative Grade Point Average (GPA) as outlined by WAC 392-415-540. Class rank is not part of the Washington State official transcript and is a local decision.

Many colleges, universities, and scholarship programs, however, ask for class rank on their applications. Spokane Public School employees providing class rank to outside organizations will use the weighted class rank.

Spokane Public Schools will use quality points so that the rank will reflect the rigor of classes taken: **AP = 1 quality point and Honors = 0.5 quality point**

Advanced course options: The Board of Directors recommends that students, families, and counselors work together to make decision about which advanced course are taken. The goal is an appropriately balanced schedule that considers individual student interests and strengths.

Valedictorians at John R. Rogers are determined by the top 3% of students in the graduation class. Weighted grades are used to determine RHS Valedictorians.

Graduation Requirements

To have a College and Career Ready Transcript that includes Career Pathways, Rogers HS strongly recommends that you exceed the minimum required courses and take classes that will help you to prepare for your post-high school experience. See the chart below for the required courses and our recommended courses.

Requirement	Expected Course Plan	Required Credits
Math*	4.0	3.0
English	4.0	4.0
Social Studies	3.0	3.0
Science	4.0	3.0
Career & Technical	1.0	1.0
Fitness	1.5	1.5
Health	0.5	0.5
Fine Arts (One Credit can be a Personalized Pathway Course)	2.0	2.0
World Language~ OR Two Personalized Pathway Courses	2.0	2.0
Electives	2.0	4.0
TOTAL MINIMUM	24.0	24.0

Additional Requirements

In addition to the credit requirements, students must complete the following:

- 1) A High School and Beyond Plan
- 2) Pass all required State Testing (for further information see the Testing Information)

Note: Rogers High School expects all students to enroll in six (6) classes every semester and take four (4) years of high school math and science. For additional information please check with your counselor and/or see: <http://www.spokaneschools.org/parents>.

Withdrawal from Class

- All class changes must be approved by counselor and/or administration.
- Extenuating circumstances will be dealt with on an individual basis.
- AP/Honors Drop Request
 - Schedule changes are discouraged as they affect multiple classes and teachers. This MAY have a detrimental impact on academic progress and achievement in one or more classes.
 - Schedule changes (if approved) are contingent on course availability. They are not guaranteed.
 - Dropping a class after the first three weeks of 1st semester or after the first week of 2nd semester will result in an “F” posted to the transcript.
 - Remember, AP and honors courses help students develop the study skills, habits of mind, and critical thinking abilities that they will need in college.
 - Students must complete form below that is available in the counseling office.

STUDENT NAME: _____ **COURSE DROP REQUEST:** _____

RATIONALE:

CONVERSATION WITH TEACHER:

Date: _____ **Interventions tried:** _____

CONVERSATION WITH COUNSELOR:

Date: _____ **Interventions tried:** _____

COUNSELOR/TEACHER/STUDENT/PARENT MEETING:

Date: _____ **Meeting summary:** _____

ADMINISTRATOR/STUDENT/PARENT MEETING: _____

We have met and reviewed the student’s current academic and behavioral data. We feel it would be in their best interest to drop the course.

Parent Signature

Date

Admin Signature

Date

Academic Interventions

Rogers High School offers several academic interventions to support students as they progress through high school. The opportunities we provide are designed to meet the needs of specific groups of students. Please contact your counselor, teacher, advisor, or Student Office for more information.

Credit Deficiency

To be on track for graduation, students should have completed the following credits:

- Entering 10th grade should have a minimum of 6 credits.
- Entering 11th grade should have a minimum of 12 credits.
- Entering 12th grade should have a minimum of 18 credits.

Rogers High School and Spokane Public Schools offer a variety of credit retrieval options. Please see your counselor for more information.

Testing Information (State and College Admission) Contact counseling office for dates and requirements

SBAC: Smarter Balanced Assessment Consortium measures each student's achievement compared to the Common Core State Standards (CCSS).

PSAT: All freshman, sophomores and juniors will sit for the Preliminary SAT Exam.

SAT I: Is required by many four-year colleges and universities. Rogers recommends that this test be taken in the spring of the junior year. See www.collegeboard.com for information on costs and deadlines.

SAT II: Is required by many four-year colleges and universities. Rogers recommends that this test be taken in the spring of the junior year. See www.collegeboard.com for information on costs and deadlines.

ACT: Is required by some four-year colleges and universities for 11th and 12th grade students. See www.act.org for information, costs, and deadlines.

AP (Advanced Placement): Rogers High School offers a few Advanced Placement courses. Students can earn college credit by demonstrating proficiency on AP Exams.

Attendance

John R Rogers High School believes that regular attendance at school results in greater academic success. To meet our mutual goal for student success, we share in a partnership and shared expectation among school, parent, and student, that students will be present on time, throughout each day school is in session. Students are expected to be in class by 8:00 am ready to learn every school day. Students who arrive after 8:00 are required to sign in at the Attendance Office to obtain an admittance slip.

Attendance Hotline:

354-6685

When leaving a message, please leave the following information:

1. Please spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification.
4. Give a brief reason for the absence.

Attendance Policy

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance.

Unless previously excused, the absent student's parent or guardian should call the 24-hour Attendance Hotline listed above. If there is an unexcused absence, the computer phone system will attempt to call the home to leave a message. Student absences must be cleared by a parent/guardian note or call within two (2) school days after the absence, or the absence will remain unexcused and considered a truancy.

Truancy can result in numerous interventions including parent meetings, attendance agreements, progressive discipline, community truancy board, and filing of a truancy petition with juvenile courts (Becca Bill).

Becca Bill - Mandatory Attendance Law (Ch 312, Laws of WA, 1995)

“Upon a child's seventh unexcused absence in a month, or upon a fifteenth unexcused absence in a year, the school district shall file a truancy petition in juvenile court (Sec. 68). If the school district fails to file such a petition, the parent may file the petition (Sec. 68). No court filing fees are required for these petitions.

The act sets forth the contents of the petition (Sec. 69). Among other things, the court may schedule a hearing and require attendance of the child and parents at the hearing (Sec. 69 (4)). The court shall grant the petition and enter an order assuming jurisdiction for the remainder of the school year if the allegations in the petition are established by a preponderance of the evidence (Sec. 69 (6)).

Superior court commissioners, family law commissioners, and juvenile court judges have jurisdiction to hear these truancy petitions (Sec. 71-Effective Sept. 1, 1995). In addition to assessing fines, placing children into detention, and other current options, the act authorizes courts to also order the parent to provide community service at the child's school instead of imposing a fine (Sec. 74). Half of the fines shall go to the school district, and 50% shall be given to the county (Sec. 75).”

15 Percent Rule

A student's total absences, both excused and unexcused, reach 15 percent, the school may require a doctor's note for any subsequent absences to be excused.

Prearranged Absences

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- Students need to attend as many classes as possible to receive the best grade attainable, so it is reasonable to expect that an extended absence could severely affect the student's grade.
- Teachers cannot be required to pre-teach work which would be missed or accept make-up work after a date established before leaving.
- Teachers cannot always be expected to provide multiple assignments in advance. However, if an occasion arises where an extended absence is unavoidable:
- The student should pick up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
- The parent/guardian should fill out the form and sign it.
- The student should take the form to all of the assigned teachers and notify them that assignments are needed.
- The student and teachers can work out a time when it is convenient for assignments to be picked up.

- The student needs to hand in the completed form to the Attendance Office before leaving school for the prearranged absence.

Early Dismissals

A student who needs to leave school during the school day must obtain an early dismissal slip from the Attendance Office before leaving the building. **STUDENTS MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. FAILURE TO DO SO WILL BE CONSIDERED A TRUANCY AND WILL NOT BE CLEARED.**

Truancies

Students arriving to class more than ten minutes after the final bell (without a teacher/office pass) will be considered truant. Arriving to class less than ten minutes late will be considered tardy. The Home Calling System will call each night to notify parents of absences. The school will notify parents and file a petition with the BECCA Law Court when a student has met the BECCA criteria for unexcused absences. Students that are truant will be referred to the Student Office.

Tardies

Being tardy to class not only impacts the student's educational experience but also disrupts the educational process for others. Being on time to class is an expectation at John R. Rogers. Students who find themselves tardy to class are still required to go to class. Unsupervised students are not allowed in the hallways during class. Failure to be on time may result in a detention or a referral to the Student Office for progressive corrective action. Hall sweeps will be conducted consistently throughout the school day. Students found in the halls without a pass during hall sweeps will be issued corrective action that could result in progressive discipline.

1st Tardy: Warning by Teacher
Referral to Student Office

2nd Tardy: Conference by teacher and contact with parent

3rd Tardy and More:

Forgery

Students involved with forging notes or passes, or using the phone system to excuse their own absences will be subject to progressive discipline and will be placed on the "no note" list. Any subsequent absences will need to be verified by the parent.

Closed Campus

Rogers High School is a closed campus for all students.

Once a student arrives on campus in the morning, you are to stay on campus for the entire school day unless you have checked out through the Attendance Office. Students that need to access their cars during the day are required to get a pass from the student office or an administrator. By 2:45 p.m. all students must be off campus or under the supervision of an adult. Failure to comply with the closed campus policy will result in progressive discipline.

Homework Requests

Homework requests should be made if a student is absent for a minimum of three consecutive days by calling the Attendance Office at 354-6685. Requests made at the start of the day will be available for pick-up at the end of school the following day. You may also call or email teachers directly for homework. Late

assignments will be accepted by teachers unless the absence is unexcused, or the teacher has previously established a deadline for the assignment or project.

General Information

After School Sports & Activities

To participate in any extracurricular sport or activity, students and parents must register on Final Forms (<https://spokane-wa.finalforms.com/students>). All sports require a current physical exam (good for 24 months) as well as having a current GSL card (the \$43 fee can be waived for students who qualify under [HB1660](#)).

Bookroom

The Bookroom is open to students before and after school, during both lunches, and the passing time allowed between periods. During this time, students may purchase supplies and check in or check out textbooks/novels. Rogers Student ID is required for all Bookroom transactions.

All books have been inspected for damages. Damages found have been noted in the Destiny system. Please inspect all books upon receipt. If you discover any damages, return it IMMEDIATELY to the Bookroom for a replacement. Books that are checked out to you are YOUR RESPONSIBILITY. Any damages not already noted will be fined to your account upon check in. Damages include, but are not limited to, writing, stains, liquid damage, dog-eared pages and cover damage. Fines will also be assessed for books turned in with post-it notes on pages and books left on the counter (not physically checked in).

If books are checked out through the Bookroom, they must be returned to the Bookroom, **NOT** the teacher.

Bus / Transportation

To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in a referral to the Student Office and/or denial of bus-riding privileges. Rogers Student ID is required for bus transportation. All students whom qualify to ride the bus must register online at spokaneschools.org

Business Office

The Business Office is open to students before and after school, during both lunches, and the passing time allowed between periods. The Business Office handles all school district funds from such organizations as athletics, clubs, A.S.B., Bookroom, library, band, orchestra, choir, etc. Students can also deposit lunch account monies, pay fees and fines, purchase G.S.L./ID cards, school insurance, and yearbooks from the Business Office. The Business Office cannot cash checks, nor can they give cash back on checks written for more than the amount due. Reduced adult sports passes can be purchased in the Business Office (Students in grades 1st-8th are free when accompanied by an adult with a sports pass). The Business Office is closed daily for one hour after second lunch. Rogers Student ID is required for all Business Office transactions.

Dances

All school policies are followed at dances. Infractions are dealt with in the usual manner. The Rogers community is committed to providing a safe, fun, and respectful environment at our school dances.

Students are to refrain from dancing in a sexual nature. Students who exhibit inappropriate dancing behaviors during a dance will be asked to leave without a refund. Students will not be re-admitted to a dance after leaving the assigned area.

A Rogers Student ID is required with a ticket for admission to all dances. (this fee is waived for students who qualify under [HB1660](#)). Only current Rogers's students may attend mixers. Students from other schools who attend our date dances must provide picture ID, complete required paperwork and must be preregistered in the Student Office by 3:00pm at least one week before the date of the dance. Guests must be of high school age or under 21. School rules apply to all school sponsored events.

Fees and Fines

Absolutely no scholarships, college applications, requests for records will be processed until all fines and fees are cleared. There are no exceptions.

Student G.S.L./Activity Sticker	\$43.00 (Replacement cost \$20)
Student I.D. Card Replacement	\$ 5.00
Student Parking Permit.....	\$ 5.00
Yearbook	
Purchased in September	\$42.50
Purchased in October	\$45.00
Purchased in November	\$47.50
Purchased December-April	\$50.00
Student insurance applications are available in the Business Office.	

Spokane Public Schools will assess a fee of \$25.00 on all returned or otherwise dishonored (NSF) checks. Until the check amount and fee are paid, we will no longer accept payment from you by personal check.

Lockers

School lockers are assigned through the Public Office before school, after school and at lunch periods. We have a minimum number of lockers so “locker partners” are requested. School Lockers are the property of Spokane Public Schools. As property of the school, lockers may be inspected by school officials. Lockers are not to be written upon or in any way vandalized by students. The cost of repairing any damage to a locker will be charged to the student. Lockers should be for book use only – valued items of any sort should not be kept in lockers.

Lunch and Breakfast

Students are allowed to eat in the Commons. No meals will be allowed to be eaten in hallways or classrooms. As a reminder, Rogers is a closed campus for all students and will need to stay on school ground in the designated areas during lunch. The cost of breakfast is \$1.90 for full price and free for reduced. The cost of lunch is \$3.50 for full price and \$0.40 for reduced price.

Messages and Deliveries

Delivering messages and food/drinks to students in class interrupts the educational setting. Students will not be called out of class to pick up food/drinks. They will be allowed to pick them up during passing period. Only messages from parents/guardians of students will be delivered to class. Students and parents are asked to cooperate to minimize requests for messages to students during the school day. Students are not allowed to schedule deliveries of food from businesses without permission from RHS administration.

Parking

RHS has limited student parking available, and **there is a \$10.00 parking fee to secure a parking permit depending on location**. Each space will be assigned to the student.

It is a privilege to park in the RHS student parking lot. Parking passes may be revoked, and no refund will be allowed if students show poor attendance and/or behavior or fail to park legally. Additionally, students who do not park legally may be subject to fines as well as face school discipline.

Parking passes may be revoked if students show poor attendance and/or behavior or fail to park legally. Additionally, students who do not park legally may be subject to fines.

Parking Priority:

1. Seniors (have until 1 Oct. to secure a parking space until opened to Juniors)
2. Juniors (have until 1 Nov. to secure a parking space until opened to Sophomores)
3. Sophomores (Have until 1 Dec. to Secure parking until open to anyone)
4. All others

You will be issued ONE parking permit that corresponds with the parking space. If the parking permit is lost or stolen, there will be a \$10.00 replacement fee. It is your responsibility to notify the John R. Rogers High School Campus Safety Specialist, CSS Tyree Finney when you purchase or are driving a different vehicle.

RHS will reward 4 students each month with reserved parking spots for Student of the Month and MVP. These students to be determined by RHS Staff.

**All vehicles parking in a John R. Rogers parking lot
will need to be registered to avoid your car from being
towed.**

RHS Closet

Through the generosity of our parents and community, Rogers provides school supplies, clothes, and hygiene items for students in need. If your student needs items, please contact your student's counselor. Donated items may be dropped off at the Attendance Office.

Visitors

John R. Rogers High School welcomes visitors to our school who are here on legitimate business. Visitors are required to check into the Single Point of Enter. A Visitor's Pass must be worn when on campus. When business is completed, the visitor should return to the Single Point of entry, sign out, and promptly leave campus. Guests or visitors of students are not allowed at school during the day.

Volunteers

Rogers High School is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. If you would like to be involved at any level, please fill out a Volunteer Program Application, available in the Rogers Public Office.

Wheels on Campus

Wheels are not allowed on the Rogers campus. Skateboards and roller blades (skates) that are used for transportation to Rogers will need to be stored in your locker during the entire school day. Bikes will need to be walked while on campus and stored at one of the bike racks throughout campus.

Extracurricular Activities

Associated Student Body (ASB)

John R Rogers High School actively encourages students to be involved in the organization and management of the school. The ASB provides opportunities for students to learn and develop leadership skills, promote the culture and climate of the school, and extends opportunities for students to work toward the development of school spirit and unity. Meetings are held regularly. Student representatives and elected officers constitute the voting delegates at meetings.

ASB/GSL

Students may purchase the combined GSL card, which allows discounts on school-sponsored events and admittance to varsity athletic events (except for playoffs). The GSL card is required for sports, choir, band, orchestra, drill team, cheerleading, etc. The cost for a GSL is \$43 (fee can be waived for students who qualify under [HB1660](#)).

Extracurricular Activities

All students are encouraged to participate in one or more extracurricular activities. If you are interested in participating in activities include athletics, music, drama, subject oriented clubs, ASB, publications and other clubs please contact RHS Athletic Director at 354-4953.

Athletic Eligibility

To be eligible to compete in interscholastic athletics, you must meet the following criteria:

1. Students must maintain passing grades in 5 of 6 classes. Any student failing more than one class at the mid-quarter or quarter grading periods will academically be ineligible to participate.
2. Must have a current physical (physicals are good for 24 months) Physicals will need to be uploaded onto [Final Forms](#).
3. Must purchase a GSL card (currently \$43) or fill out paperwork for fee waiver for those that qualify under [HB1660](#). This card will also get them into any GSL game or activity free of charge
4. Must be registered in [Final Forms](#) for the sport/activity.

Sport and Club Offerings

For more information regarding Athletics/Activities, please contact RHS Athletic Director Aaron Brecek at 354-4953. A list of all sports and clubs as well as contact information for coaches/advisors can be found at <https://www.spokaneschools.org/domain/488>.



Pesticides and Herbicides: The school district normally sprays pesticides and herbicides twice during the school year at Ferris. In accordance with legislation passed in 1992, our school is required to send out a 48-hour pre-notification each time these spray applications take place. These notifications are usually added to our school's weekly or monthly bulletins or can be placed on our school's reader board. The areas sprayed are clearly marked with yellow posting flags placed at all entry areas near where the spray applications were done. All adults in charge of supervising students in these areas, such as coaches and teachers, are given prior notice in order to modify practice schedules and lesson plans.

Asbestos Notification: Ferris High School DOES NOT contain asbestos building materials. Regulations require Spokane Schools to provide an asbestos management plan to all staff, students, and community members. The plan is in the custodian's office. If you have any questions, please call the Spokane Public Schools Asbestos Management Planner at 354-7171.

Student Expectations

John R. Rogers High School believes that responsible, respectful, and safe student behaviors are essential to creating a positive learning environment. The goal of student behavior management is to teach students to behave in ways that contribute to academic achievement and school success; and to support a school environment where students and staff are responsible and respectful. John R. Rogers High School incorporates the principles of Positive Behavior Intervention and Support (PBIS) and Restorative Practices to create a culture where students and staff are responsible and respectful. The RHS Student Behavior Management Plan follows Spokane Public Schools Policy and Procedure 3240.

Student Behavior Management Principles

- Student behavior is built on positive and productive relationships with RHS staff.
- Student behavior is rewarded and recognized.
- Student behavior management creates a positive learning environment.
- Student behavior management re-engages students in learning.
- The result of student behavior management is to change student behavior.
- Keeping students engaged in class learning aligns with the RHS School Improvement Plan and the Spokane Public Schools Policy 3240

Weapons- knives, sharp instruments, large blunt instruments, pocketknives, pepper spray/MACE, firearms are not allowed on school grounds. (A student can bring a pocketknife or pepper spray to the Student Office for safe keeping through the school day and get it at the end of the day) A student found with a weapon in their possession during the school day are subject to discipline.

Dress Code

Students are expected to present themselves in a manner that is appropriate for school and a workplace setting. Our school welcomes any fashion style that doesn't disrupt the educational process. Attire and

accessories that advertise, display, or promote a message that is; violent, discriminatory, refers to weapons, drugs, alcohol, disrespectful, illegal or are sexually provocative are not acceptable. Clothing and accessories that reveal the midriff, show undergarments, are backless or low-cut (i.e. halter tops) or clothing that is excessively tight or revealing are not allowed. Bandanas, no matter what color are forbidden. A bandana is defined as any cloth designed to be tied around the head. Clothing that have bandanas on them in some way are not allowed, such as shirts, sweatshirts or hats. Stretchy, single piece hair bands are allowed. Hoodies can be worn to school but the hood must remain off the head during school hours. Straps on the shoulder must be at least two -inches wide and tank tops must be cut around the arm pits. Shorts and skirts must not be shorter than mid-thigh (exceptions regarding school uniforms). Sunglasses, pajamas, onesie costumes, or other costumes and studded clothing are not allowed. For more information, please see Policy and Procedure 3224 and 3240 on the Spokane Public Schools website (spokaneschools.org).

Electronic Devices

Any cell phones, iPods, headphones, or other electronic devices **should not be visible** during class time. Electronic devices may be used only for instructional purpose with permission of their teacher. Portable speakers are not allowed on campus.

Hall Passes

When class is in session, students must have a hall pass signed by their teacher or staff member to be out of class. Students who are in the halls without a pass, will be referred to the Student Office.

Student ID

All students will be issued a school picture ID card. These are to be always in the students' possession during school and at all school activities. Student ID cards must be presented to any school authority who requests to see it (i.e., teacher, administrator, security officer, bus driver, etc.). There is a \$5.00 replacement fee for a lost card.

It is the responsibility of all students to understand and abide by all John R. Rogers High School and Spokane Public Schools rules, regulations and policies (Policy and Procedure 3240/ <https://weba.spokaneschools.org/polpro/Search.aspx#!3>). It may become necessary at times for a student to be sent to the Student Offices because of habitual behaviors or because of a major offense. In such cases, the administration will use whatever restorative practices and corrective actions that are necessary within the federal and state guidelines and according to Spokane Public Schools Board policy 3240. John R. Rogers administration determines the corrective action to be administered, including restorative practices to address student behaviors with the goal to minimize missed class time.

Restorative Practices Examples

Tiered Corrective Action Examples

Mediation Apologies
 Relationship building
 Effective statements
 Community building circles
 Restorative dialogues/making agreements
 Repairing harm circles
 Restorative conferences
 Restitution

Discipline
 (Warnings, Lunch Detention, Mediation, Saturday School, After School Detention, In-School Intervention)
 Emergency removal from class, subject, or activity
 Out of School Suspension

- Short Term Suspension
- Long Term Suspension

 Expulsion

Discretionary Offenses:

Examples Include:

Academic dishonesty/plagiarism
 Bullying
 Discriminatory Harassment/Discrimination
 Disruptive Conduct
 Destruction of Property
 Gang activity
 Failure to Cooperate

Illicit Medication
 Fighting Without Major Injury
 Multiple minor accumulated incidents
 Sexual Harassment
 Sexually Inappropriate Conduct
 Trespass
 Tobacco and Electronic Smoking Devices

Theft or Possession of Stolen Property
 Tobacco/Electronic Smoking Devices
 Unexcused Absences and Tardiness
 Aiding/Abetting
 Gambling
 Sexual Harassment
 Sexual Inappropriate Conduct

Non-Discretionary Offenses:

Examples Include:

Bullying
 Destruction of Property/Vandalism
 Discriminatory Harassment
 Behavior that causes and Adverse Impact of the health and Safety of staff or students

Illicit Drugs (Not Marijuana)
 Marijuana
 Serious Bodily Injury
 Sexual Harassment

Threats
 Violence with Major Injury
 Weapons Firearms-Automatic 1 year expulsion per federal law

RHS Golden Ticket

The **Golden Ticket** is an event designed to recognize and honor our students for their overall efforts. The Golden Ticket is an example of PBIS (Positive Behavior Interventions and Supports). Every student will begin the year eligible to attend the Golden Ticket Events (this year, we will have three). **Students will remain eligible to attend the Golden Ticket by observing the following expectations outlined in Advisory.**

The activities at each Golden Ticket event may vary, but examples include inflatables, movies, dances, open gym, karaoke, and video games as well as raffles for prizes for those in attendance.

Non-Discrimination/Bullying/Harassment Guidelines

Full Non-Discrimination Statement Revised: September 2021

For a translated version visit <https://www.spokaneschools.org/Page/3955>

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

The following **Civil Rights Compliance Coordinators** have been designated to handle questions and complaints of alleged discrimination:

- Civil Rights Coordinator and Title IX Coordinator: [Jodi Harmon](#), 509.354.7344
- Section 504 Coordinator: [Melanie Smith](#), 509.354.7284 **Other district contacts:**
- ADA Officer: Stephanie Busch, 509.354.5993
- Affirmative Action Officer: Nancy Lopez-Williams, 509-354-5651
- AHERA Officer: Robert Findley, 509.354.7143
- ALE Officer: Heather Bybee, 509.354.7361
- Certification Officer: Cindy Coleman, 509.354.7318
- Claims Agent: Rebecca Doughty, 509.354.7298
- Contract Officer: Cindy Coleman, 509.354.7318
- Copyright Compliance Officer: Mark Martell, 509.354.7212
- Equal Opportunity Officer: Nancy Lopez-Williams, 509-354-5651
- Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, 509.354.7284
- Personnel Officer: Nancy Lopez-Williams, 509-354-5651
- Public Records Officer: Terri LeFors, 509.354.7395
- Safety/OSHA/WISHA Officer: Rebecca Doughty, 509.354.7298
- Secretary, Board of Directors: Adam Swinyard, 509.354.7268 **Address:** 200 N Bernard Street, Spokane 99201-0282.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above. You also have the right to file a complaint (see below).

- [Spokane Public Schools Policy 3210: Nondiscrimination](#)
- [Spokane Public Schools Procedure 3210: Nondiscrimination](#)

Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to reasonably accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child's teacher or principal, contact

Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284,

MelanieSm@spokaneschools.org to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. **There are three (3) steps: Step 1:** Complaint to School District Superintendent, **Step 2:** Appeal to the School Board, and **Step 3:** Complaint to OSPI. The instructions on how to follow these steps may be found at k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-aboutdiscrimination.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when; a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, or place on a sports team, or any educational or employment decision, or; the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment. You can find a copy of the district's policy and procedure 5011 on the district's website

www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's officers: Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269

*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 *504 Compliance Officer, Melanie Smith, (509)

354-7284 * ADA Officer, Stephanie Busch, (509) 354-5993 * Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 * Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651

Complaint to the School District

1. **Write Out Your Complaint:** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.
2. **School District Investigates Your Complaint:** Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.
3. **School District Responds to Your Complaint:** In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI). **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI. You can do this in the following methods.

- Email: Equity@k12.wa.us
- Fax: 360.664.2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy and Procedure 3207](#) defines harassment, intimidation or bullying as any intentionally written message or image— including those that are electronically transmitted— verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at spokaneschools.org/nondiscrimination.

Harassment, Intimidation & Bullying (HIB)

- Racism and Student Safety

Our school communities are stronger when everyone feels connected and accepted. Please take the time to create a positive environment and support each other as we travel this challenging road together. If you or someone you know feels unsafe or has experienced harassment, contact your school or the SPS Student Services department at 509.354.7393, or report the incident using the form below.

Resources

- [SPS Ombudsperson](#): Supports the resolution of concerns involving harassment, intimidation, bullying and discrimination
- [Countering Coronavirus Stigma and Racism: Tips for Teachers and Other Educators](#)
- [Resources to Fight Bullying & Hate](#): Video interviews including one with Jeremy Lin, basketball pro.
- [How to respond to COVID racism article](#)
- [Facing History and Ourselves web article](#)
- [PBS Newshour article](#)
- Rude vs Mean vs Bullying: Know the Difference
 - **Rude**: Inadvertently saying or doing something that hurts someone else. Incidents of rudeness are usually spontaneous, unplanned inconsideration based on thoughtlessness, poor manners or narcissism, but not meant to hurt someone else.
 - **Mean**: Purposefully saying or doing something to hurt someone once (or maybe twice). The main distinction between "rude" and "mean" has to do with intention. While rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone.
 - **Bullying**: Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and related acts or threats of aggressive behavior.

Adapted from [an article by Signe Whitson](#).

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and [Policy](#) and [Procedure 3207](#) define harassment, intimidation or bullying as:

- any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student’s property;
- has the effect of substantially interfering with a student’s education;
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;
- or has the effect of substantially disrupting the orderly operation of the school.

Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or the [HIB/Student Civil Rights Officer](#).

Policies

- [Prohibition of Harassment Intimidation and Bullying 3207](#)
- [Sexual Harassment Policy 3205](#)

Reporting Forms

NOTE: You must download the forms before sending.

• **Student Harassment, Intimidation & Bullying Incident Reporting Form**

• **Student Formal Harassment/Discrimination Complaint Form**

Non-discrimination

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Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer.

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- Section 504 Coordinator: [Melanie Smith](#), 509.354.7284

Other district contacts:

- ADA Officer: Stephanie Busch, 509.354.5993 StephanieB@spokaneschools.org
- Affirmative Action Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
- AHERA Officer: Bob Turner, 509.354.7143 RobertTu@spokaneschools.org
- ALE Officer: Heather Bybee, 509.354.7361 HeatherB@spokaneschools.org
- Certification Officer: Cindy Coleman, 509.354.7318 CindyCo@spokaneschools.org
- Claims Agent: Rebecca Doughty, 509.354.7298 RebeccaDo@spokaneschools.org
- Contract Officer: Cindy Coleman, 509.354.7318 CindyCo@spokaneschools.org
- Copyright Compliance Officer: Mark Martell, 509.354.7212 MarkM@spokaneschools.org
- Equal Opportunity Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
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You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above. You also have the right to file a complaint (see below).

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Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of sexual harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, listed above. You also have the right to file a complaint (see below).

- [Spokane Public Schools Policy 3205: Sexual Harassment of Students](#)
- [Spokane Public Schools Procedure 3205: Sexual Harassment of Students](#)

- [Spokane Public Schools Procedure 5011: Sexual Harassment of Staff](#)
- [Spokane Public Schools Procedure 5011: Sexual Harassment of Staff](#)

Complaint Options

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

31. **Write Out Your Complaint:** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.
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